



**TEMPORARY
RECRUITMENT**

TREE PROGRAM INTERN—COMMUNITY SERVICES

*Full-time, temporary assignment
\$15.00—\$20.00 per hour*



**The first review of applications:
June 16, 2015**

Interested candidates are encouraged to apply immediately

POSITION: The **City of Fremont Landscape Division** is seeking an intern to assist with the following:

- Create program outreach materials utilizing Adobe Creative Suite (InDesign, Photoshop, Illustrator) and MS Publisher, among other programs.
- Create graphic and written descriptions for the City's tree program and other related programs.
- Assist with website maintenance and the creation of new web pages.
- Identification, photo documentation, and data collection of trees using Excel and GIS (no previous GIS training necessary, though desirable).
- Research and other duties as assigned, including data management and document imaging.

REQUIREMENTS: Any combination of education and/or experience that has provided the knowledge and skills necessary for satisfactory job performance would be qualifying. A typical way to obtain the required knowledge and skills would be a Bachelor's degree or higher in landscape architecture, horticulture, forestry, or graphic design, or enrollment in a college degree program for any of these disciplines or a closely related field. Previous experience or internships are highly desirable.

BENEFITS: This temporary assignment does not include benefits.

APPLICATION INSTRUCTIONS: To be considered for this position, submit a completed City application and supplemental questionnaire (included as part of the online application), and attach a resume and work samples through our online application system at www.fremont.gov/employment (select City Temp Jobs).

A resume and work samples must be submitted with the completed City application. Applications submitted without a resume and work samples will not be considered.

The first review of applications is June 16, 2015. The position may close without notice after the first review date. Interested candidates are encouraged to apply immediately.

SELECTION PROCESS: The process will include individual and/or panel interviews, fingerprints, and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

The City of Fremont is an Equal Opportunity Employer.

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660. The City of Fremont is an Equal Opportunity Employer.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

Human Resources Department
3300 Capitol Ave., Bldg. B
Fremont, CA 94538
(510) 494-4660

Tentative Recruitment Schedule
Interviews ongoing
Posted 06/08/15
15CSTEMP04



SUPPLEMENTAL QUESTIONNAIRE - TREE PROGRAM INTERN

GENERAL INFORMATION:

The completion of this supplemental questionnaire is required for your application to be considered for the Tree Program Intern position, and is an integral part of the examination process.

This supplemental questionnaire will be used to assess your experience as it relates to the position of Tree Program Intern. Your responses will be evaluated and compared to your application and will assist in determining which applicants will receive further consideration in the examination process.

1. Do you possess a Bachelor's degree in landscape architecture, horticulture, forestry, or graphic design; or are you currently enrolled in a college degree program for these disciplines or a closely related field?
 - ☐ Yes
 - ☐ No
2. Do you have previous internship or work experience related to landscape architecture or graphic design?
 - ☐ Yes
 - ☐ No
3. Rate your proficiency with Adobe InDesign.
 - ☐ No proficiency
 - ☐ Beginner
 - ☐ Intermediate
 - ☐ Advanced
4. Rate your proficiency with Adobe Photoshop.
 - ☐ No proficiency
 - ☐ Beginner
 - ☐ Intermediate
 - ☐ Advanced
5. Rate your proficiency with website creation.
 - ☐ No proficiency
 - ☐ Beginner
 - ☐ Intermediate
 - ☐ Advanced
6. Rate your writing skills.
 - ☐ No proficiency
 - ☐ Beginner
 - ☐ Intermediate
 - ☐ Advanced